**US Army Corps
of Engineers**

CEFMS ACCESS CONTROL
AND
APPLICATION ROLES

CEFMS
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CEFMS

Corps of Engineers Financial Management System

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CEFMS ACCESS CONTROL
AND
APPLICATION ROLES

Corps of Engineers Financial Management System
(CEFMS)
Users Manual
(UM)

CEFMS ACCESS CONTROL AND APPLICATION ROLES

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I. OVERVIEW

This document shows how each authorization granted in the Access Control and Role Maintenance screens affects a user's capability throughout the various functionalities (Purchase Request, Travel, Inventory Management, etc.) that comprise the Corps of Engineers Financial Management System (CEFMS). Because users generally are not expected to have a comprehensive understanding of all CEFMS functionalities, this document provides insight to authorizations that otherwise may be outside the user's knowledge base. These authorizations are alphabetically listed in this document by their respective screen names to provide greater accessibility to the user and are segregated by access control and application role.

Electronic Signature is required to commit (save) changes to access control and roles through Screens 10.1 and 10.16, respectively. Follow standard ESIG logon procedures before attempting to commit (save) authority changes.

SPECIAL NOTE··

> Sites are required to conduct periodic reviews to assess that users have the correct access control and role authorizations. Sites must take corrective action to remove authorizations when no longer valid. Authorizations granted to CEFMS screens containing potentially sensitive or Privacy Act data should be reviewed often. In addition to the periodic reviews, sites must conduct a review of access control and role authorities whenever an employee's organization code changes. The employee's new supervisor must review and verify the user has the correct authorities.

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Due to the fact that roles provide greater system security, access control indicators are being converted to roles, as time permits. Therefore, some access control authorities may be converted to roles before the next update of this document.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

II. ACCESS CONTROL

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

AGENCY RATE   *__LABOR/PAYROLL__
AUTHORITY

- Grants authority to:

  - set an Annual Leave Recovery Rate via the Annual Leave Recovery Rate Maintenance Screens (Screens 5.95 and 5.95.1).

  - set a general and administrative overhead rate via the General Overhead Rate Maintenance Screen (Screen 5.97). This rate generates income to cover the general and administrative overhead expenses of the Field Operating Agency (FOA).

  - set an Other Leave Recovery Rate via the Other Leave Recovery Rate Maintenance Screen (Screen 5.111). Excluding annual leave, other leave includes all other paid absences from duty.

  - apply or reverse departmental, area office or general and administrative overhead as well as facility burden by a specified dollar value via the Overhead/Distribution/Correction Screen (Screen 5.98.1).

  - record a 'cash award' or VSIP given to an employee via the Cash Award Maintenance Screen (Screen 5.112).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION **AFFECTED FUNCTIONALITIES**

- record the government contributions following receipt of the actual cost from the payroll office via the Government Contributions Account Maintenance Screen (Screen 5.88).

- record payroll information via the Labor and Payroll Account Maintenance Screen (Screen 5.114) upon receipt of actual cost from payroll, the gross payroll amount and severance pay may be entered for the pay period.

- record the value of accrued annual leave for an employee transferring to or from another Corps activity via the Accrued Annual Leave Transfer Screen (Screen 2.63). This action transfers the leave liability from one Revolving Fund (RF) activity to another.

- record payment of lump sum leave upon receipt of information from the payroll office via the Annual Leave Account Maintenance Screen (Screen 5.84).

- record payment of lump sum leave upon receipt of information from the payroll office via the Government Furnished Quarters Screen (Screen 9.12.3).

BUDGET FORMULATION LEVEL

*OPERATING BUDGET

- Grants authority to:

- adjust global labor rates via the Global Labor Rate Adjustments Screen (Screen 2.108.6).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- create/update labor estimates by selected appropriation if the budget is unapproved and the selected organization or a higher level parent organization is unlocked via the Schedule Labor Estimates By Appropriation Screen (Screen 2.108).

- lock a budget or an organization within a budget number via the Lock/Unlock Operating Budget Screen (Screen 2.108.12).

- adjust organizational labor rates via the Organizational Labor Rate Adjustments Screen (Screen 2.108.7).

- view the spread of monthly labor hours within an organization via the Monthly Labor Spread Screen (Screen 2.108.8).

- access the various Operating Budget menus including Operating Budget Menu (1.31.1), Operating Budget Menu - Revenue (1.31.2), Operating Budget Menu - Expenses (1.31.3), Operating Budget Menu - Labor (1.31.4), and Operating Budget Menu - Utilities (1.31.5).

- allocate manpower for an operating budget via the Budget Manpower Allocation Screen (Screen 2.108.12).

- create a budget fiscal year and assign a budget number via the Create Budget Year & Number Screen (Screen 2.108.3).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- create/update operating budget revenue amounts per selected organization code via the Budget Revenue Screen (Screen 2.108.2).

- copy 'any' operating budget to a receiving 'unapproved' operating budget by organization via the Create Budget Year & Number Screen (Screen 2.108.13).

FUND OVRD   ***REQUEST FOR GOODS AND SERVICES**

- Grants authority to:

  - approve PR&C's to be certified in excess of the funds authorized in the funding account via the funding account override option on the Requests For Goods and Services Menu (Screen 1.6).

FUNDING ACCOUNT IND   ***FUNDING**

- Grants authority to:

  - create/update Direct and Prip funding accounts, including Military S & A, for which the user is either the responsible employee or an alternate on the funding account work item. The user may not update General & Departmental Overhead Override indicators. A user with this permission may not have Funding Creator or Funding Account Overhead Ind permissions.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>   **<u>AFFECTED FUNCTIONALITIES</u>**

- create/update customer order funding accounts for which the user is either the responsible employee or an alternate on the funding account work item. This is accomplished via the Funding Account Create/Update Screen (Screen 2.10.2) and the Adjust Customer Order Funding Account Screen (Screen 3.5A) respectively.

FUNDING ACCOUNT   *<u>F**UNDING**</u>
OVERHEAD IND

- Grants authority to:

- update the General and Departmental Overhead Override Indicators for all Direct and Prip (fund type 'D' and 'P') funding accounts via the Funding Account Create/Update Screen (Screen 2.10.2). A user may not have both this permission and Funding Account Ind permission.

FUNDING CREATOR   *<u>C**OST** S**HARE**</u>

- Grants authority to:

- register cost share advances via option 7 on the Cost Sharing Menu (Screen 1.35.1).

- register sponsor cash advances via the Register Cost Share Advances Screen (Screen 2.7.9).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

*FUNDING

- Grants authority to:

  - create/update a funding authorization document (FAD) via the funding authorization document option (option 7) on the Corps of Engineers Funding Transactions Menu (Screen 1.5) including create/update of all direct and prip (fund type 'D' and 'P') funding accounts including military S&A. Also provides create/update authority for programs and funding registers.

INCOME TRNS IND

*TRANSFERS

- Grants authority to:

  - transfer income within FOA via Revolving Fund Income Transfers (Screen 7.4.9).

JOB ORDER FUNDING CREATOR

*ASSET/FACILITY MANAGEMENT

- Grants authority to:

  - create/update job order work items within a revolving fund shop or facility via the Shop and Facility Job Order - Work Item Create/Update Screen (Screen 2.100J).

LABOR CERTIFICATION AUTH IND

*FUNDING

- Grants authority to:

  - assign certifiers for purchase request funds.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

LABOR DISTRIBUTION   ***LABOR/PAYROLL**
AUTHORITY

    - Grants authority to:

- initiate a batch process which takes signed labor data, calculate labor cost and update appropriate accounts via the Labor Distribution Processing Screen (Screen 5.152).

- view rejected transactions from the labor distribution program via the Labor Distribution Errors Maintenance Screen (Screen 6.37).

PLO   ***TIMEKEEPER FUNCTIONS**

    - Grants authority to:

- view end of pay period edits, i.e., time and attendance data is compared to an employee or organizational work schedule with tour of duty checks being performed via the Tour of Duty Edits Screen (Screen 17.12).

- view an employee's time and attendance (T&A) status, default charge code, repeating schedule or rotating shift via the Employee Work Day Screen (Screen 17.4.1).

- view corrections to labor cost data for prior pay periods via the Previous Period Labor Certification Screen (Screen 9.1.2).

- view and verify approved labor adjustment records via the Labor Adjustment View Screen (Screen 9.1.1).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- identify prior year or completed Revolving Fund labor charge codes via the Prior Year Completed "B" Charge Code Screen (Screen 6.35.1).

- view an employee tour of duty (TOD) if the employee's work schedule does not agree with the default (organizational) schedule via the Employee Tour of Duty Screen (Screen 17.6.1).

*SUPERVISOR FUNCTIONS

- Grants authority to:

  - view current period time, attendance and labor via the Current Period Time, Attendance & Labor Certification Screen (Screen 17.7).

*Payroll Liaison Officer (PLO) Activities

- Grants authority to:

  - assign timekeepers and alternates to keep time for specified organization codes via the Timekeeper Assignment Screen (Screen C1.2).

  - override employee data when an individual is temporarily assigned to another work location via the Work Location Override Maintenance Screen (Screen C1.6).

  - view a list of timekeepers who have not successfully completed time and attendance

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

for a given period via the Time and Attendance Status Screen (Screen C1.7).

- view a list of timekeepers who have not successfully completed labor for a given period of time or supervisor who have not electronically signed data via the Labor Status Screen (Screen C1.8).

- reset various flags, permitting a timekeeper to rerun a program following an unsuccess-ful run via the Timekeeper Control Screen (Screen C1.9).

- correct invalid supervisor codes via the Labor Certification Update Supervisor Code Screen (Screen 6.39).

PROCESS LONG TERM REVENUE   *BILLINGS/COLLECTIONS

- Grants authority to:

  - process long term agreement collections (Screen 2.95A.1).

REPORT ACCESS LEVEL   *DATA MANAGER

- Grants authority to:

  - provide CEFMS data related to the management of reports, such as sequence numbers, report access level, retention

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>   **<u>AFFECTED FUNCTIONALITIES</u>**

requirements, etc. via the Report Definitions Screen (Screen 10.94).

- create/update report program definitions including program type used to generate the report (SQR, SQL*FORM, COBOL,...), INP name, etc. via the Report Program Definition Screen (Screen 10.94.1).

REPORT SUBMISSION IND   ***<u>REPORTS</u>**

- Grants authority to:

  - generate a Military Prompt Pay Account report which summarizes appropriated and nonappropriated military works funds quarterly via the Prompt Pay Account Report (Military) Screen (Screen 11.7.12).

  - generate a report of checks issued per disbursing station for a specified month and year via the Checks Issued Data Screen (Screen 11.63).

  - merge DELMAR files before submission or submit merged file via the Merge/Submit DELMAR Data Files Screen (Screen 11.4.22).

  - generate ICAR reports via the ICAR Reports Screen (Screen 11.4.5).

  - generate a Disbursements & Collections Report for appropriation 97X4930 via the Disbursements & Collections For Appropriation 97X4930 Screen (Screen 11.3.12).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- generate DELMAR 110 report which summarizes transactions for others via the DELMAR 110 Report Selection Screen (Screen 11.4.9).

- generate the Civil Works Funds 3011B Supplementary Reconciliation Data via the Civil Works Funds (3011B) Screen (Screen 11.3.0).

- generate the Civil Works Funds 3011A Report on Status of Appropriation and Work Allowances via the Civil Works Funds (3011A) Screen (Screen 11.3.0).

- generate an Air Force 7111/7801 report via the Air Force 7111/7801 Reports Screen (Screen 11.4.7).

- generate a Military General Ledger by Appro-priation (62H_APP) report via the Military General Ledger By Appropriation Screen (Screen 11.3.11).

REPORT VIEW LEVEL   ***REPORTS**

    - Grants authority to:

- assign creation and viewing permissions for a specified report. This authorization is temporarily granted to users whose normal access level would not allow such privileges via the User Report Access Exceptions Screen (Screen 10.94.6).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

REVENUE GENERATING AGREEMENT MAIL CODE

BILLINGS/COLLECTIONS

- Grants authority to:

    - receive email as notification that a bill has been generated from the revenue generating agreement in REMIS.

SPECIFIC EXPENDITURE AUTHORITY IND

EXPENDITURES/DISBURSEMENTS

- Grants authority to:

    - record the issue and application of expenditure authority for appropriations which require a specific expenditure authority for each disbursement (i.e. FMS Trust Fund Approp 97 11 X 8242). (Screen EXP.APP).

SUPERVISOR

SUPERVISOR FUNCTIONS

- Grants authority to:

    - certify time, attendance and labor via the Current Period Time, Attendance & Labor Certification Screen (Screen 17.7).

    - approve/certify corrections to labor cost data for prior pay periods via the Previous Period Labor Certification Screen (Screen 9.1.2).

    - view and verify approved labor adjustment records via the Labor Adjustment View Screen (Screen 9.1.1).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- certify current period time, attendance and labor via the Current Period Time, Attendance & Labor Certification Screen (Screen 17.7).

TIMEKEEPER FUNCTIONS

- Grants authority to:

  - view or modify an employee's T&A status, default charge code, repeating schedule or rotating shift via the Employee Work Day Screen (Screen 17.4.1).

PAYROLL LIAISON OFFICER (PLO) ACTIVITIES

- Grants authority to:

  - view timekeeper and alternate assignments via the Timekeeper Assignment Screen (Screen C1.2).

  - view timekeeper and supervisor authorization via the Timekeeper Maintenance Screen (Screen C1.3).

TIMEKEEPER   ***TIMEKEEPER FUNCTIONS***

- Grants authority to:

  - establish a default work schedule for an organization via the Organization Tour of Duty Screen (Screen 17.5).

  - establish or modify a work schedule for an employee via the Employee Tour of Duty Screen (Screen 17.6.1).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- create or change Employee Work Day record via the Employee Work Day Screen (Screen 17.4.1).

- establish a rotating work schedule via the Rotating Tour of Duty Screen (Screen 17.2.1).

- enter or change time and attendance data for employees within a particular timekeeping group via the Timekeeper Entry Screen (Screen 17.3).

- perform specified end of pay period edits via the Tour of Duty Edits Screen (Screen 17.12).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

III. CEFMS APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

ACCRUAL AUTH   *<u>**EXPENDITURES/DISBURSEMENTS**</u>

- Grants authority to:

  - create/update accruals via the Accruals Create/Update Screen (Screen 6.36).

ACCS MAINT   - Grants authority to:

  - maintain access control information (Screen 10.1).

  - maintain remote employee access information (Screen 10.181).

  - maintain organization (Screen 10.78).

  - modify application roles via Role Maintenance Screen (Screen 10.16).

  - apply access control requests (Screen 10.16.5).

ACC MAINT MGR   - Grants authority to:

  - approve access control privilege requests (Screen 10.16.5).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

ACPERS AUTH

*__ACPERS INTERFACE__

- Grants authority to:

  - execute the ACPERS interface program which loads personnel data to the CEFMS Employee Master Table.

  - view, update or insert employee information stored in the Employee Master Table via the Employee Maintenance Screen (Screen 10.47).

  - view employee records rejected from the ACPERS file. Erroneous data may be corrected and loaded to the Employee Master Table via the ACPERS Employee Edit and Load Screen (Screen 5.167).

  - view employee data via the View Employee Screen (Screen 15.169).

APPMS HANDRECEIPT

- Grants authority to:

  - maintain Automated Personal Property System (APPMS) hand receipt account numbers Via APPMS Hand Receipt Maintenance Screen (Screen 10.147).

APPMS PBO

- Grants authority for:

  - APPMS Property Book Officer duties

APPMS RCS

- Grants authority for:

  - APPMS Receiver Center Site access

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

APPROP EXP AUTH   *__Expenditures/Disbursements__
APPROVAL

    - Grants authority to:

        • record expenditure authority granted by US
          Treasury (limited to UFC employees) (Screen
          EXP.APA)

APPROP EXP AUTH   *__EXPENDITURES/DISBURSEMENTS__
ESTIMATE

    - Grants authority to:

        • advise the Finance Center of estimated
          expenditure requirements for scheduled period
          begin dates (Screen EXP.APR).

APPRV WHSE ADJ   *__INVENTORY MANAGEMENT__

    - Grants authority to:

        • approve adjustment of physical inventory via
          the Physical Inventory Create/Update Screen
          (Screen 2.82).

ASSET BATCH   *__ASSET/MANAGEMENT__

    - Grants authority to:

        • submit standalone batch programs related to
          asset management via the Batch Program
          option of the Asset/Facility Management Menu
          (1.181).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

ASSET MGR
AUTHORITY

- Grants authority to:

  - reverse a previously recorded place in service transaction via the Reverse Place In Service Transaction Screens (Screens 2.11.D, 2.11.D.1, and 2.11.D.2).

  - update the property phase of a military or civil fixed asset via the Change Property Phase Screen (Screen 2.28.3).

  - display historical property phase data relating to civil and military fixed assets via the Property Phase History Screen (Screen 2.84.4).

  - change the property ID code assigned to a civil or military fixed asset via the Change Property ID Code Screen (Screen 2.27).

  - update the property category code of a civil or military fixed asset via the Reclassify Fixed Asset Update Screen (Screen 2.26).

  - activate a military or civil personal property fixed asset into service via the Place In Service Civil/Military Personal Property Screens (Screens 2.24, 2.24.1, and 2.24.2).

  - activate a civil or military real property fixed asset into service via the Place in Service Civil/Military Real Property Screens (Screens 2.14 and 2.14.1).

  - reverse a previously recorded place in service revolving fund transaction via the Reverse Place In Service Transaction Screen (Screen 2.16.D).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- activate into service a RF addition and betterment work item via the Revolving Fund Addition/Betterment Place in Service Screen (Screen 2.11.3).

- define additions and betterments and guide the user to update data relating to placing additions and betterments into service via the Additions/Betterments Comments Screen (Screen 2.11.4).

- activate a Revolving Fund Group or Non-Group fixed asset into service via the Place In Service Revolving Fund Group/Non-Group Fixed Asset Screen (Screens 2.11, 2.11.1 and 2.11.2).

- activate a Revolving Fund set fixed asset into service via the Place In Service Revolving Fund Set Fixed Asset Screen (Screen 2.16).

- transfer out civil or military construction-in-progress (CIP) costs to another appropriation or agency via the Transfer-Out W/O Reimb Construction-In-Progress Cost Screen (Screen 2.25A).

- transfer in civil or military CIP costs from another appropriation or agency via the Transfer In Construction-In-Progress Cost Screen (Screen 2.29).

- transfer CIP costs to expense for non-feasible construction projects via the Transfer Unfeasible CIP Cost to Expense Screen (Screen 2.23).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- establish Civil or Military sets during pre-conversion via the Create/Civil/Mil Set Property ID Code Association Screen (Screen 2.74T).

- establish Revolving Fund sets during pre-conversion via the Create Set Property ID Code Association Screen (Screen 2.74X).

- create or update transactions relating to loss or damages to RF fixed assets via the Create/Update Casualty Transaction Screen (Screen 2.CAS).

*APPMS INTERFACE

- Grants authority to:

- view the hand receipt account number for individuals responsible for property and who have accounts in the Automated Personal Property Management System (APPMS) via the APPMS Hand Receipt Maintenance Screen (Screen 10.147).

*DATA MANAGER

- Grants authority to:

- maintain a listing of revolving fund fixed asset casualty indicators via the Revolving Fund Fixed Asset Casualty Indicators Screen (Screen 10.886).

- maintain a listing of property category codes for depreciation updates posted to cost accounts via the Property Category Screen (Screen 10.31).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>　　　　　**<u>AFFECTED FUNCTIONALITIES</u>**

- identifies categories for RF non-group property via the Non-Group Identifier Screen (Screen 10.36).

- provide property identification codes and descriptions for civil, military, and RF properties via the Property Screen (Screen 10.37).

- Identifies fixed asset methods of acquisition via the Method of Acquisition Screen (Screen 10.38).

- enter the minimum and maximum useful life years allowed for the respective property category codes via the Property Category Useful Life Years Minimum/Maximum Screen (Screen 10.66).

- identify Plant Replacement Improvement Program (PRIP) numbers and descriptions viathe PRIP Number Maintenance Screen (Screen 10.141).

AUTH COLLECTOR　　　　　***<u>BILLINGS/COLLECTIONS</u>**

- Grants authority to:

- record a collection for self, by others or for others as an authorized collector per the collection options via the Collections Menu Screen (Screen 8.3). Collections recorded by an authorized collector must be certified by a disbursing officer.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>   **<u>AFFECTED FUNCTIONALITIES</u>**

AUTH RECEIVER   *<u>**EXPENDITURES/DISBURSEMENTS**</u>

- Grants authority to:

  - officially record the receipt of goods or services for which obligations have been previously established via the Create/Update Receiving Report Screen (Screen 2.42).

  *<u>**Supervisory and Administrative (S&A)**</u>

  - Grants authority to:

    - officially record the receipt of goods for which obligations have been previously established via the S&A Payable Manual Screen (Screen 20.1).

BILLING AUTH   - Grants authority to:

- Generate customer order bills/advice notices (Screen 7.1.3).

- Convert IPAC certified customer order bills from IPAC To non-TFO/non-IPAC (Screen 7.1.4c).

- Convert TFO certified customer order bills from TFO to Non-TFO/non-IPAC (Screen 7.1.4).

BUDGET APPROVAL   *<u>**OPERATING BUDGET**</u>

- Grants authority to:

  - approve operating budget; usually given to the Command and/or Deputy Commander via the Approve Operating Budget Screen (Screen 2.108.4).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

CARD APPR AUTH   *ELECTRONIC SIGNATURE

- Grants authority to:

  • approve electronic signature smartcard

  • request via the Approve Electronics Signature Smartcard Request Screens (Screens 15.2 and 15.2.2).

CEFMS USER   - Grants authority to:

  • access the CEFMS System

CERT GOV TRNG BILL   *EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • review and certify previously recorded non-TBO disbursed training billings via the Government Training Billings Certification Screen (Screen 8.22.5) through the certify Government training billings option on the Government Order Billings Menu (Screen 1.GB).

CERT TRNG TFO BILL   *BILLINGS/COLLECTIONS

- Grants authority to:

  • certify training TFO billings per customer ID/obligation number via the Training TFO

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

Billing Certification Screens (Screens 8.22.14 and 8.22.16) and Training TFO Billing Courses/Fees Screen (Screen 8.22.15). These screens are accessed through the Certify TFO Training billings option on the Training Billings Menu (Screen 4.DB).

CO ACCEPT   ***FUNDING**

- Grants authority to:

  - accept a customer order as the Accepting Officer via the Customer Order - Acceptance Screen (Screen 2.13.8). Other Customer Order Screens (2.13 series) may be viewed.

CO FIN APPR   ***FUNDING**

- Grants authority to:

  - record the billing and financing information required to financially approve a customer and a customer order via the financially approve customer orders option on the Customer Order Menu (Screen 6.7).

  - correct customer order and customer order line item information using the correction options on the Customer Order Menu (Screen 6.7).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>   **<u>AFFECTED FUNCTIONALITIES</u>**

CO ROLLOVER   *<u>FUNDING</u>

- Grants authority to:

  - move the unobligated funds on a customer order to a current year financing appropriation via the customer order rollover menu option on the Customer Order Menu (Screen 6.7).

CO SHARE   - Grants authority to:

  - transfer Customer Order information to the Requesting activity via Customer Order – Order Information (Screen 2.13) and subscreens: Points of Contact, Billing Information, Financing Appropriation, Acceptance, Routing List, Remarks, Item List, Item Number Detail, Source Appropriation Data, Assign Work Item, and view remarks for all amendments.

CO TECH APP   *<u>FUNDING</u>

- Grants authority to:

  - technically approve customer orders through the technical approval option on the Customer Order Menu (Screen 6.7).

  - Correct customer order and customer order line item information using the correction options on the Customer Order Menu (Screen 6.7).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

*BILLINGS/COLLECTIONS

- Grants authority to:

  - certify a TFO Customer Order billing via the certify TFO billings option on the Customer Order Billings/Advice Notices Menu (Screen 2.DB.1A).

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - certify non-TBO Government Order Billings using the certify Government order billings option on the Government Order Billings Menu (Screen 1.GB).

CONTRACTING   ***SPS INTERFACE**
INTERFACE AUTH

- Grants authority to:

  - access the CEFMS/SAACONS Interface Main Menu via the (CEFMS/SAACONS Main Interface Menu Screen (Screen 1.29).

CONV TO IPAC   - Grants authority to:

  - convert customer order bills from Non-IPAC to certified IPAC customer order bills (Screens 7.14B Convert TFO Bills to IPAC, 7.15C Convert Non IPAC/TFO Bills to IPAC Bills).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	**AFFECTED FUNCTIONALITIES**

AUTHORIZATION **AFFECTED FUNCTIONALITIES**

CONVERSION AUTH ***CONVERSION**

- Grants authority to:

   • execute post - conversion processing via option 9 of the Corps of Engineers Financial Management System Menu (Screen 1.60). This screen is accessed after the user is in conversion mode; which is attained by entering 'EFF.DTE' in the selection block of Screen 1.2 and entering a 'C' as the operating mode on the EFF.DTE screen.

CORRECT CO LINE ITEM - Grants authority to:

   • use the correction screen for customer order line items.

COST SHARE CONTROL ***COST SHARE**

- Grants authority to:

   • use cost share control menu option 3 via the Cost Sharing Menu (Screen 1.35.1) to create a cost share control record.

COST SHARE ESCROW ***COST SHARE**

- Grants authority to:

   • create/update cost share escrow/loc accounts via cost share control menu option 6 via the Cost Sharing Menu (Screen 1.35.1).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	**AFFECTED FUNCTIONALITIES**

COST SHARE RELINK FUND ACCT

- Grants authority to:

  - move a cost share funding account to a different funding register under the cost share control number (Screen 4.823).

COST SHARE RELINK REGISTER

- Grants authority to:

  - move a cost share funding account to a different funding register (Screen 4.823).

COST SHR RECORD EARN

*COST SHARE

- Grants authority to:

  - record cost share sponsor earnings via cost share control menu option 8 on the Cost Sharing Menu (Screen 1.35.1).

COST SHR RECORD INKIND

*COST SHARE

- Grants authority to:

  - record sponsor in-kind (non-cash) costs via cost share control menu option 9 on the Cost Sharing Menu (Screen 1.35.1).

COST TRNS

*TRANSFERS

- Grants authority to:

  - record non-labor cost transfers within an FOA via the cost transfer within FOA option

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>   **<u>AFFECTED FUNCTIONALITIES</u>**

on the Transfers Selection Menu (Screen AACI).

- transfer recorded labor expenses from one charge code to another via the Labor Cost Transfer Screen (Screen 2.62).

- correct cost records and bypass cost transfer edits. Organization codes, cost work items and work category/work category elements may be corrected via Cost Account Maintenance Screen 3.90C called from menu screen AAC.

CREDIT CARD USER   - Grants authority to:

- Access employee credit card numbers via Credit Card Billing Statement Number.

- Maintenance (Screen 10.21.2) and Employee Credit Card Maintenance (Screen 10.21C).

CUB STOCK TRNS   ***<u>INVENTORY MANAGEMENT</u>**

- Grants authority to:

- transfer value of cupboard stock from expense to inventory account via the Cupboard Stock Closing Inventory Screen (Screen 7.4.8).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

DISB AUTH

*****COLLECTIONS & DEPOSITS**

- Grants authority to:

  - record a collection for self, by others or for others as an authorized disburser via the collection options on the Collections Menu (Screen 8.3). Collection recorded by an authorized disburser must be certified by a disbursing officer.

  - reverse a certified collection voucher via the reverse collection voucher option on the Collections Menu (Screen 8.3). Collection vouchers reversed by an authorized disburser must be certified by a disbursing officer.

  - create/adjust deposits via the create/ confirm/adjust deposits option on the Prepare Bills and Collect Funds Transactions Menu (Screen 1.27). Deposits created/ adjusted by an authorized disburser must be confirmed by a disbursing officer.

*****EXPENDITURES/DISBURSEMENTS**

- Grants authority to:

  - process Contract Disbursements from the Expenditures/Disbursement Menu (Screen 1.16).

  - process other Disbursements via the Corps of Engineers Other Disbursement Menu (Screen 1.10).

  - create or update TFO miscellaneous disbursements via the TFO Disbursement Create/Update Screen (Screen 7.20.2).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>**AUTHORIZATION**</u>   <u>**AFFECTED FUNCTIONALITIES**</u>

- void miscellaneous disbursement checks via the Void Misc. Disbursement Checks Screen (Screen 6.45.3).

- void contract disbursement checks via the Void Contract Disbursement Checks Screen (Screen 2.45V).

- print disbursements files using Print Disbursement Files Menu (Screen 6.42).

- certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

- process miscellaneous disbursement vouchers for the various miscellaneous disbursement types via the Miscellaneous Disbursement Voucher Screen (Screen 7.20).

*<u>Travel</u>

- Grants authority to:

- issue travelers checks for a travel order via the Transfer Check Sales Register Create Screen (Screen 7.19).

- process Travel Disbursements from the Travel Processing Menu (Screen 8.5).

- log travelers checks inventory data via the Travelers Checks Control Create/Update Screen (Screen 7.18).

- log travelers checks inventory information via the Travelers Checks Control Create/Update Screen (Screen 7.18).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- issue travelers checks for a travel order via the Transfer Check Sales Register Create Screen (Screen 7.19).

- void travelers checks via the Void Check Processing Screen (Screen 6.45.3).

- certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

- process travel disbursements from the Travel Processing Menu (Screen 8.5).

DISB AUTH SA   ***EXPENDITURES/DISBURSEMENTS**

- Grants authority to:

  - print disbursements because of authorization as an electronic signature security officer via the Print Disbursement Files Menu (Screen 6.42).

DISB OFFICER   ***COLLECTIONS & DEPOSITS**

- Grants authority to:

  - record and/or certify collections for self, by others or for others via the collection options on the Collections Menu (Screen 8.3).

  - create and/or certify collection voucher reversals via the reverse collection voucher option on the Collections Menu (Screen 8.3).

  - create, adjust and/or confirm deposits via the create/confirm/adjust deposits option on

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

the Prepare Bills and Collect Funds
Transactions Menu (Screen 1.27).

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  • sign electronically for a check register via the
    Disbursing Officer Check Register Signature
    Screen (Screen 6.44).

*TRAVEL

- Grants authority to:

  • certify a travel order advance via the Travel
    Order Advance Certification Screen (Screen
    7.15).

  • create/update a travel order advance via the
    Travel Order Advance Create/Update Screen
    (Screen 1.AA).

  • log travelers checks inventory information via
    the Travelers Checks Control Create/Update
    Screen (Screen 7.18).

  • issue travelers checks for a travel order via the
    Transfer Check Sales Register Create Screen
    (Screen 7.19).

  • void travelers checks via the Void Check
    Processing Screen (Screen 6.45.3).

  • process travel disbursements from the Travel
    Processing Menu (Screen 8.5).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>　　　　**<u>AFFECTED FUNCTIONALITIES</u>**

DIST SEC OFCR　　　　***<u>ELECTRONIC SIGNATURE</u>**

- Grants authority to:

  - perform Electronic Signature DSO functions via the Corps of Engineers Electronic Signature Menu (Screen 1.56).

DM RESOLVE ESIG AUTH　　- Grants authority to:

  - resolve ESIG failures (menu option 7) and access to the REMAC utility form (Screen 15.6)

EFT AUTH　　　　　　***<u>S&A</u>**

- Grants authority to:

  - transfer funds electronically as permission is granted by the Employee Electronic Funds Transfer Screen (Screen 10.174). The Vendor Information Maintenance Screen (Screen 10.114) is used in conjunction with Screen 10.174 to post and/or verify vendor/non-vendor information as well as payment information for electronic transfers.

EFT PRENOTE CERT　　- Grants authority to:

  - verify routing information for a Financial institution that was previously input through Screens 10.114 (vendor maintenance) or 10.174 (employee maintenance).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

<u>AUTHORIZATION</u>   **<u>AFFECTED FUNCTIONALITIES</u>**

ENG 93 COR AUTH   *<u>**EXPENDITURES/DISBURSEMENTS**</u>

- Grants authority to:

  • allow Contracting Officer or Contracting Officer Representative to review, adjust, approve progress payments on projects that require periodic estimated payments based

  • on the percentage of work completed via the Pay Estimate Create/Update Screen (Screen 2.45).

  • review and update a vendor's payment address via the Payment Address Update Screen (Screen 7.2.6B).

ENG 93 PM AUTH   *<u>**EXPENDITURES/DISBURSEMENTS**</u>

- Grants authority to:

  • allow a project manager to input progress payments on projects that require periodic estimated payments based on the percentage of work completed via the Pay Estimate Create/Update Screen (Screen 2.45).

  • review and update a vendor's payment address via the Payment Address Update Screen (Screen 7.2.6B).

FACILITY BILL   *<u>**ASSET/FACILITY MANAGEMENT**</u>

- Grants authority to:

  • create a shop/facility billing via the Shop &

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

Facility Billings Create Screen (Screen 2.77), Distributable Cost Billing Create/Update Screen (Screen 2.84), Create External Distributable Billings Screen (Screen 2.77F) or Shop & Facility Job Orders Billing Screen (Screen 2.78).

- adjust previous shop & facility billings via the Shop & Facility Billing Adjustment Screen (Screen 2.77AJ) or Distributable Cost Billing Adjustment Screen (Screen 2.84.1).

FACILITY MGR   - Grants authority to:

- Load plant increment rates (Screen 10.143).

- Establish new local distributable resource codes (Screen 10.90).

- Link EORs to local distributable resource codes (Screen 10.89).

- Establish distributable resource/organization correlation (Screen 10.91).

FC BUDGET   - Grants authority to:

- Establish and maintain foreign currency budget rate Tables via Foreign Currency Rate Maintenance Screen (10.52).

- Establish and maintain foreign currency flux account Via DM Foreign Currency Flux Account Maintenance Screen (10.233).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

FC DAILY

- Grants authority to:

  - establish and maintain foreign currency daily rate table via Foreign Currency Daily Rate Table Screen (10.234).

FC REVALUE AUTH

FOREIGN CURRENCY

- Grants authority to:

  - allow one budget rate to be revalued to a different budget rate as restricted via the Foreign Currency Revaluation Screen (Screen 22.10).

GL POSTING AUTH

GENERAL LEDGER

- Grants authority to:

  - execute the posting of general ledgers and view the status of cycles retained for a general ledger posting via the General Ledger Posting Control Screen (Screen 10.GL). The site Data Base Administrator must give the user permission to add a record to the GL-Posting-Log and update the GL-Posting-Control tables before ledger posting authority can be given.

GO ACCEPT

OBLIGATIONS

- Grants authority to:

  - execute the Obligation-Government Order Acceptance option on the Corps of

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

Engineers Obligation Transaction Menu (Screen 1.15).

- deobligate government order obligations via the Government Order Deobligation option on the Corps of Engineers Obligation Transaction Menu (Screen 1.15).

- closeout a Government Order for which a final billing has been received via the Closeout Government Order option on the Government Order Billings Menu (Screen 1.GB).

GO SHARE   - Grants authority to:

- transfer Government Order information to the performing activity via Government Orders Pending Transmission Screen (Screen GOF.1) and Rejected Government Orders Screen (Screen GOF.2)

- transmit customer orders accepted/rejected to RA by FOA Code Screen (Screen COF.1).

- View/Resend Rejected customer order acceptances by FOA Code (Screen COF.2) and transmit customer Orders accepted/ rejected to RA screen (Screen COS.1).

GTR AUTH   *TRAVEL

- Grants authority to:

- approve commercial transportation obligations via the Obligation Approval Screen (Screen 6.0).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION | **AFFECTED FUNCTIONALITIES**

- create a receiving report for commercial transportation via the Government Transportation Receiving Report Screen (Screen 7.60).

HQ DM RELEASE

- Grants authority to:

  - pull HQ Data manager replicated items Via the Replication Release Screen (10.800).

IATS AUTH

IATS INTERFACE

- Grants authority to:

  - perform all interface functions on the Corps of Engineers IATS Interface Menu (Screen 1.54.1).

  - edit uploaded IATS data as it appears in the CEFMS data base via the Edit IATS Upload Data Screen (Screen 7.54).

  - extract all travel vouchers certified; create a file for each group in the CEFMSDATA directory and download them to the PC for import into IATS via the IATS Extract For Download Screen (Screen 7.40).

  - upload a voucher that has been created by IATS and create the appropriate settlement records.

  - resend previously transmitted files to IATS via the IATS Resend Data Screen (Screen 7.48A).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

IMPFND CASHIER

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - allow authorized imprest fund cashier to record a receipt and create an accounts payable via the Imprest Fund Scheduling of Changes Screen (Screen 9.3).

  - print an imprest fund voucher payment schedule via the Imprest Voucher Payment Schedule Screen (Screen 9.3.7).

INTRA CORPS
TRANSFER

*TRANSFERS

- Grants authority to:

  - identify Revolving Fund depreciation previously transferred to HQ during FY of conversion to CEFMS via the Intra Corps Funds Transfer Conversion Screen (Screen 7.4.C).

  - view the transaction register resulting from the transfer of funds intra Corps via the Intra Corps Funds Transfer Accounts Screen (Screen 7.4.2).

  - transfer funds from one Revolving Fund activity to another without the issuance of a Treasury check via the Intra Corps Funds Transfer Screen (Screen 7.4.1).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION

INV ORIG

AFFECTED FUNCTIONALITIES

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - record and certify training billings received from government training/activities/vendors thereby creating an accounts payable via the Government Training Billings Screen (Screen 8.22).

  - review and update a vendor mailing and payment address for a specified obligation number via the Payment Address Update Screen (Screen 8.22.11).

  - view a breakdown of a specific SF1556 reference number via the Training SF1556 Reference Screen (Screen 8.22.2).

  - view and certify training billings via the Government Training Billings Certification View Screen (Screen 8.22.3).

  - record a billing received for a government order via the Government Order Billing Screen (Screen 7.2.1).

  - view and update a vendor payment address for a specified obligation number via the Payment Address Update Screen (Screen 7.2.6F).

  - create Government travel invoices via the GTR Invoice Create/Update Screen (Screen 7.6.2).

  - establish a system record noting the receipt of the vendors request for payment for

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

goods or services performed via the Invoice Create/Update Screen (Screen 2.44).

- view the discount percentage and discount days for a specified obligation via the Obligation Discounts Screen (Screen 2.44.2).

- review and update a vendor's mailing and payment address via the Payment Address Update Screen (Screen 7.2.6A).

INVENTORY BILL

*ASSET/FACILITY MANAGEMENT

- Grants authority to:

  - record inventory issues to local customers and transfers of warehouse stock to outside organizations via the Inventory Issues Create/Update Screens (Screens 2.80 and 2.80.1).

  - record turn-ins of stock previously issued to in-house customers and determine if customers are due credit for the value of the stock via the Warehouse Inventory Returns and Allowances Screen (Screen 2.81).

JOURNAL ENTRY AUTH

*GENERAL LEDGER

- Grants authority to:

  - post general ledger entries via the General Ledger Screen (Screen 3.90).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	**AFFECTED FUNCTIONALITIES**

LOCAL IND
- Grants authority to:
  - maintain local indicator via Local Indicator Maintenance Screen (10.67).

MIPR ORG
- Grants authority to:
  - create and modify MIPR organizations via Government Customer/Performing Activity (Screen 10.144) with Currently Assigned Department/Agency Correlations (Screen 10.144A).

MPP AUTH

MULTI-PURPOSE/DATA MANAGER

- Grants authority to:
  - allow access to the following Multi-Purpose Screens:
    - Multi-Purpose Equity (Screen 10.154)
    - Multi-Purpose Joint Purpose (Screen 10.156)
    - Multi-Purpose Work Breakdown Element Purpose (Screen 10.158)
    - Multi-Purpose Work Item Purpose (Screen 10.159)
    - Multi-Purpose Work Item Activity (Screen 10.169)
    - Multi-Purpose Work Item Authorization (Screen 10.161)
    - Multi-Purpose Project Identification Maintenance (Screen 10.184).

MPWR MNGR
- Grants authority to:
  - execute Manpower Distribution and

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES
	Resource Code Distribution in the Manpower Subsystem.

MPWR MSTR   - Grants authority for:

- complete access to all manpower areas.

OBLIG APPR   ***TRAVEL**

- Grants authority to:

  - deobligate selected permanent change of station (PCS) travel orders via the PCS Travel Order Deobligation Screen (Screen 7.58).

  - deobligate funds for a travel order via the Travel Order Deobligation Screen (Screen 7.38).

*OBLIGATION

- Grants authority to:

  - approve an obligation via the Obligation Approval Screen (Screen 6.0).

OBLI REOCCUR   - Grants authority to:

- perform reoccurring contract actions to include:

  1. create reoccurring payment data (Screen 19.1).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION **AFFECTED FUNCTIONALITIES**

    2. convert contract obligations to reoccurring (Screen 19.3).

    3. schedule reoccurring payments (Screen 2.89).

OBLI SPS

- Grants authority to:

  - approve an SPS obligation via the Obligation Approval Screen (6.0).

ORG RATE AUTH

*LABOR/PAYROLL

- Grants authority to:

  - create an average hourly labor rate for an organization via the Organizational Average Hourly Rate Maintenance Screen (Screen 5.99).

  - establish indirect labor rates for depart-mental overhead organizations, area offices, and certain facility organizations via the Indirect Add-On Rate Maintenance Screen (Screen 5.98).

ORG WHSE ADJ

*INVENTORY MANAGEMENT

- Grants authority to:

  - adjust actual count per physical inventory via the Physical Inventory Create/Update Screen (Screen 2.82).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

OTHER PURCHASES
APPR

*REQUEST FOR GOODS AND SERVICES

- Grants authority to:

  - approve all types of miscellaneous purchase requests (PRs) via the Purchase Request Approval/Certification Screen (Screen 2.35).

OTHER PURCHASES
CERT

*REQUEST FOR GOODS AND SERVICES

- Grants authority to:

  - certify all types of miscellaneous purchase requests via the Purchase Request Approval/Certification Screen (Screen 2.35).

OTHER PURCHASES
OBLIG

*OBLIGATIONS

- Grants authority to:

  - approve miscellaneous purchase request/obligation via the Misc Purchase Request/Obligation Screen (Screen 2.360).

PAY REOCCUR

- Grants authority to:

  - perform reoccurring contract actions to include:

    1. create reoccurring payment data (Screen 19.1).

    2. convert contract obligations to reoccurring (Screen 19.3)

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

3. schedule reoccurring payments (Screen 2.89).

4. approve reoccurring payments (Screen 2.91).

PCS OBLIG AUTH

*TRAVEL

- Grants authority to:

• approve a PCS travel order obligation via the PCS Travel Order Obligation Approval Screen (Screen 7.50).

PERIOD CONTROL

*DATA MANAGER

- Grants authority to:

• close and/or re-open accounting periods via the Period Control Update Screen (Screen 10.130).

PLANT RENTAL BILL

*Asset/Facility Management

- Grants authority to:

• create/update a plant rental billing via the Plant Rental Billings Create Screen (Screen 2.55).

• adjust previous plant rental billings via the Plant Rental Billing Adjustment Screen (Screen 2.55AJ).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

PLANT RENTAL RATE

*ASSET/FACILITY MANAGEMENT

- Grants authority to:

  - create/update Revolving Fund fixed asset rental rates via the Fixed Asset Rental Rates Create/Update Screen (Screen 2.75).

PRC APPR

*Request For Goods And Services

- Grants authority to:

  - approve all types of purchase requests (PRs) via the Purchase Request Approval/ Certification Screen (Screen 2.35).

PRC CERT

*TRAVEL

- Grants authority to:

  - decommit selected travel orders via the Travel Order De-Commit Screen (Screen 7.63).

*REQUEST FOR GOODS AND SERVICES

- Grants authority to:

  - certify all types of purchase requests via the Approval/Certification Screen (Screen 2.35).

PRC FUND ASSN

*FUNDING

- Grants authority to:

  - allow a funding account work item respon-

CEFMS ACCESS CONTROL AND APPLICATION ROLES

sible employee to assign specific users to originate, approve and/or certify purchase requests for their funding account work items using the options on the Corps of Engineers work item P/R Authorization Assignment Menu (Screen 1.9).

PRC ORIG   *R̲E̲Q̲U̲E̲S̲T̲ F̲O̲R̲ G̲O̲O̲D̲S̲ A̲N̲D̲ S̲E̲R̲V̲I̲C̲E̲S̲

- Grants authority to:

  • create/update contractual purchase requests (PRs) and plant rental, shop/facility services, training, and warehouse stock PRs via the Purchase Request Create/Update Screen (Screens 2.34, 2.34.1 and 2.34.6).

  • create/update a Government order PR via the Government Order Create/Update Screens (Screens 2.34.2 and 2.34.3).

  • create/update PR line items for the various types of PRs via the Purchase Request Line Item Create/Update Screens (Screens 2.36, 2.36.1 and 2.36.2).

  • create/update line items for contractual purchase requests via the Purchase Request Line Item Create/Update Screens (Screens 2.36, 2.36.1, 2.36.2 and 2.36.3) where applicable.

*F̲U̲N̲D̲I̲N̲G̲

- Grants authority to:

  • originate purchase requests against specific funding account work items using the assign

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

work item/PR originator option on the Corps of Engineers Work Item P/R Authorization Assignment Menu (Screen 1.9).

*TRAVEL

- Grants authority to:

  - create/update PRs for PCS travel via the Purchase Request Create/Update Screens (Screens 2.34, 2.34.1, and 2.34.6).

  - create/update PR line items for the PCS Travel PR via the Purchase Request Line Item Create/Update Screens (Screens 2.36 and 2.36.1).

PROCESS RV   ***EXPENDITURES/DISBURSEMENTS**

- Grants authority to:

  - allow users to execute batch process to match receiving reports and invoices.

PROCESS TBO   ***COLLECTIONS & DEPOSITS**

- Grants authority to:

  - allow record collections by others using the collection by others option on the Collections Menu (Screen 8.3).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

PROP OFC AUTH   *__APPMS INTERFACE__

- Grants authority to:

  • correct APPMS purchase request error file via the APPMS Purchase Request Approval Error File Screens (Screens 3.52E and 3.52E.1).

PROPERTY TRANSFER   - Grants authority to:

  • electronically transfer assets to other FOAs via Property Transfer Screen (2.22 and 2.22A).

QUERY ONLY   - Grants authority for:

  • CEFMS Read only capability

RECEIVABLE ADJ   - Grants authority to:

  • Increase/decrease the principle amount of a bill (Screen 9.12 Appropriation Refund Billings Create/View, Screen 2.90 Debtor Billing Create/View, and Screen 2.93 Fixed Asset Sales/Leases Create/View). This role is NOT required to create a bill.

RECEIVABLE DELINQ   - Grants authority to:

  1. Decrease the delinquent fees applied to bills. (Screen 9.12 Appropriation Refund Billings Create/View, Screen 2.90 Debtor Billing Create/View, Screen 2.93 Fixed Assets Sales/Leases Create/View.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

    2. Reclassify, waive delinquent fees or write off a bill (Screen 9.16 Delinquent Receivable Actions).

    3. Increase/decrease the estimated amount of uncollected accounts receivables (Screen EST.AR).

    4. Record delinquent follow up actions/ allocations (Screen 7.5.1.6).

RELEASE OF CLAIMS AUTH   ***EXPENDITURES/DISBURSEMENTS**

- Grants authority to:

  - allow personnel in legal office authority to release U.S. Government from any future claims. Used only on final payment of ENG93.

REMOTE ACCESS REQUEST AUTH   - Grants authority to:

  - approve remote access requests

REORG AUTH   ***REORGANIZATION**

- Grants authority to:

  - access the online process of migrating an old organization code with a new one via the Reorganization Menu (Screen 19.10) and subsequent screens needed for this migration including the Temporary Reorganization Screen (Screen 10.701) and the Reorganization Cross Reference Screen (Screen 10.700).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

RES PLAN AUTH

*BUDGETARY/ESTIMATING

- Grants authority to:

  - originate, amend or approve a resource plan via the Resource Plan Create/Update Screen (Screen 2.3).

  - enter individual cost estimates for required resources via the Resource Estimates Screen (Screen 2.3.1).

  - change the straight line dollar allocations made by the system via the Resource Estimates Calculations Screen (Screen 2.3.2).

  - designate subordinate work items as a subordinate resource plan via the Subordinate Resource Plan Screen (Screen 2.33).

REVERSE ACCRUALS AUTH

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - allow users to reverse a previously established accrual by obligation number via the Reverse Accruals Screen (Screen 6.26R).

REVERSE IPAC

- Grants authority to:

  - convert certified IPAC customer order bills to Non-IPAC customer order bills (Screens 7.1.4C Convert IPAC Bills to Non-IPAC/TFO Bills, 7.1.5B Convert IPAC Bills to TFO Bills).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

RPT LOAD

- Grants authority for:

  - report load modules

RV AUDIT

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - permit persons from the Examination Section of the F&A office to audit receipt vouchers via the Receipt Voucher Certification Screen (Screen 2.37).

*TRAVEL

- Grants authority to:

  - certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

RV CERT

*EXPENDITURES/DISBURSEMENTS

- Grants authority to:

  - permit authorized persons from the Examination Section of the F&A office to certify receipt vouchers via the Receipt Voucher Certification Screen (Screen 2.37).

  - certify Government Order Billings for payment via the Government Order Billing Certification Screen (Screen 7.2.3).

  - certify cost transfers for payments between a military and civil appropriation and require a check to effect the transfer of funds via

CEFMS ACCESS CONTROL AND APPLICATION ROLES

the Cost Transfer Certification Screen (Screen 7.4.5.3).

- certify imprest fund reimbursement schedules via the To Reimburse Cashier's Fund Screen (Screen 9.3.3).

- reverse a final invoice for a specified obligation via the Final Invoice Reversal Screen (Screen 2.44.1).

- certify a Military Passback via the Military Passback Certification Screen (Screen 7.4.5.1).

- reverse or delete a receipt voucher if the voucher does not have a certifier pay date via the Receipt Voucher Reversal Screen (Screen 2.39).

- certify credit card receipt vouchers via the Blanket Purchase Agreement Invoice Screen (Screen 2.44B).

- post contractor liquidated damages via the Contractor Liquidated Damages Screen (Screen 2.45A).

*TRAVEL

- Grants authority to:

- certify a travel order advance via the Travel Order Advance Certification Screen (Screen 7.15).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

SA COST XFER   *__S&A__

- Grants authority to:

  - make corrections to S&A cost which have processed incorrectly via the S&A Cost and Income Transfer Screen (Screen 7.4.10).

SA MEMO PLACE AUTH   *__S&A__

- Grants authority to:

  - access Supervision and Administration Memo Placement Exempt Screen (Screen 22.2).

SA OBLIG AUTH   *__OBLIGATIONS__

- Grants authority to:

  - approve an obligation via the Obligation Approval Screen (Screen 6.0).

  - create/update an obligation line item for S&A via the Supervision & Administration (S&A) Obligation Screen (Screen 2.41.SA).

SA PROCESS AUTH   *__S&A__

- Grants authority to:

  - allow users to change S&A rates and S&A amounts; also allows S&A transactions to be processed.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

SA XFER UFC   ***S&A**

-   Grants authority to:

    •   allow users to transfer net income or loss from their database to the UFC database via the RF S And A Finance Center Transfers Screen (Screen 7.4.12).

SF1164 AUTH   -   Grants authority to:

    •   process SF1164 (Process Miscellaneous Disbursements) via Miscellaneous Disbursement Voucher Screen (7.20).

SHOP FAC RATE   ***Asset/Facility Management**

-   Grants authority to:

    •   create or update a shop and facility standard rate via the Shop & Facility Rate Create/Update Screen (Screen 2.761).

    •   view actual cost/income summary data relating to a particular resource code and its Revolving fund operating account via the Shop & Facility Actual Cost Income Screen (Screen 2.76.2).

    •   view an historical record of standard rates, the income estimates on which the rates were based and the periods during which the rates were in effect via the Shop & Facility Income View Screen (Screen 2.76.2.1).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

AUTHORIZATION

AFFECTED FUNCTIONALITIES

SOCOM USER

- Grants authority to:

    • extract SOCOM report data

SYSTEM DM RELEASE

- Grants authority to:

    • pull System data manager replicated Items via the Replication Release Screen (10.800).

T1099 USER

- Grants authority to:

    • access the 1099 processing menu and Functions (Screen 10.99 and subscreens): Transmitter Information, IRS Information, Printed 1099 Return POC Exceptions and 1099 Report Codes Master.

TRAIN DM

- Grants authority to:

    • HQUSACE training center users to enter work_cat_elem codes into the work_cat_elements table. Also allows update of work_categories, work_break_elements and resource_codes for training.

TRAINING REQ AUTH

*TRAINING

- Grants authority to:

    • approve training requests.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

TRAINING REQ   *OBLIGATIONS
OBLIG AUTH

- Grants authority to:

  • obligate a training request via the obligation-training requests option on the Corps of Engineers Obligation Transaction Menu (Screen 1.15).

  • deobligate a training request via the training requests deobligation option on the Corps of Engineers Obligation Transaction Menu (Screen 1.15).

TRAVEL CC   - Grants authority to:

  • maintain Credit Card for travelers via Traveler Credit Card Create/Update Screen (10.186).

TRAVEL ORDER DEOB   - Grants authority to:

  • deobligate travel orders (obligations) Via Travel Order Deobligation Screen (7.38).

TRV ADV AUTH   *TRAVEL

- Grants authority to:

  • create/update a TFO travel order advance via the TFO Travel Order Advance Create/ Update Screen (Screen 7.41).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

TRV APPR   *TRAVEL

- Grants authority to:

  - approve travel orders via the Travel Order
    Approval Screen (Screen 12.72).

TRV AUTH   *TRAVEL

- Grants authority to:

  - authenticate travel orders via the Travel
    authenticate travel orders via the Travel Order
    Approval Screen (Screen 12.70).

TRV CHKS AUTH   *TRAVEL

- Grants authority to:

  - issue travelers checks for a travel order via the
    Transfer Check Sales Register Create Screen
    (Screen 7.19).

  - transfer travelers checks to another employee
    via the Travelers Checks Responsible
    Employee Transfer Screen (Screen 7.18.2).

  - destroy a packet of travelers checks via the
    Register Destroyed Travelers Checks Screen
    (Screen 1.18.1).

  - log travelers checks inventory information via
    the Travelers Checks Control Create/Update
    Screen (Screen 7.18).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

TRV REQ   ***TRAVEL**

- Grants authority to:

  • request travel orders via the Travel Order
    Request Approval Screen (Screen 12.71).

TRV SETL AUTH   ***TRAVEL**

- Grants authority to:

  • recoup an outstanding travel advance for a
    travel order via the Travel Order Advance
    Recoupment Screen (Screen 7.39).

  • certify a TFO Travel Settlement via the TFO
    Travel Settlement Certification Screen (Screen
    7.43).

  • certify a travel settlement and post a certify
    date via the Travel Settlement Certification
    Screen (Screen 7.29).

TV REVIEW   ***TRAVEL**

- Grants authority to:

  • approve long distance phone calls claimed on
    a travel voucher and/or grant authority to
    approve a travel voucher.

  • approve local vouchers via the Local Travel
    Voucher Approval Screen (Screen 6.23).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

TVL SETL CREATE AUTH

*TRAVEL

- Grants authority to:

  - create PCS Travel settlements for an employee per obligation line item via the PCS Travel Settlement Create/Update Screen (Screen 7.52).

  - create/update transactions for others (TFO) travel settlements via the TFO Travel Settlement Create/Update Screens (Screens 7.42 and 7.42.2).

  - adjust travel order obligation amounts by increasing/decreasing the settlement amount via the Travel Settlement Create/Update Screen (Screen 7.28).

  - create TDY travel settlements via the Travel Settlement Create/Update Screen (Screen 7.28).

VENDOR AUTH

*DATA MANAGER

- Grants authority to:

  - update the vendor table manually via the Vendor Maintenance Screen (Screen 10.114). Table is primarily populated by the SAACON Interface.

  - validate changes to the Vendor Table after updates from the SAACONS Interface via the SAACONS Vendor Maintenance Screen (Screen 10.172).

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION	AFFECTED FUNCTIONALITIES

WHSE BURDEN RATE

*INVENTORY MANAGEMENT

- Grants authority to:

  - create/update the revolving fund warehouse burden rate via the Warehouse Burden Rate Create/Update Screen (Screen 2.83).

WHSE STOCK AUTH

*INVENTORY MANAGEMENT

- Grants authority to:

  - catalog individual stock items via the Warehouse Inventory Resources Create/Update Screens (Screens 2.53 and 2.53.1).

  - generate purchase requests automatically for replenishment of warehouse stock via the Warehouse Standard Reorder Data Screen (Screen 2.53B).

WM ORG MAINT

- Grants authority to:

  - allow update of organization codes (Screen 10.78).

YEAR END CLOSINGS

*YEAR-END

- Grants authority to:

  - access year-end processing via the Year-End Processing Selection Menu Screen (Screen 18.00) which allows a user with this authority to close the data base for year end and open the data base for the new fiscal year.

CEFMS ACCESS CONTROL AND APPLICATION ROLES

AUTHORIZATION   **AFFECTED FUNCTIONALITIES**

- change an invalid AMSCO resulting from rejected programs in the load-down funding process where AMSCO or BAAN has expired via the Year-End AMSCO/BAAN Edit Screen (Screen 18.02).

- use the multiple PR Decommitment option on the Requests For Goods And Services Menu Screen (Screen 1.6) for all funding accounts.

*FUNDING
   - Grants authority to:

- establish funding accounts via the Establish Funding Initiation Screen (Screen 8.05).

- view unapproved obligations via the Unapproved Obligations View Screen (Screen 14.2.1).

- liquidate funding for Year-End Closeout via the Liquidate Funding For Year-End Closeout Screen (Screen 18.07).

*REQUEST FOR GOODS AND SERVICES

- decommit certified PR requests via the Decommit Purchase Request Screen (Screen 18.06).

- delete abandoned purchase requests via the Delete Abandoned Purchase Requests Screen (Screen 18.04).

- Re-Commit previously decommitted PRs if authorized by continuing resolution or legislation via the Re-Commit Purchase Requests Screen (Screen 18.08).